## PRINCE GEORGE'S COUNTY GOVERNMENT COUNTY RECORDS CENTER RECORDS RETENTION SCHEDULE

1 of 3



This Schedule Supersedes C-617 & C-724

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
	CORRESPONDENCE: Memos, letters, reports, monthly reports, complaints, Personnel documents and other documents relating to the operation (Includes violations and temporary use and occupancy permits).	Retain for two years in original format in the administrative offices or a computer imaging storage system if desired. Then destroy.	Administrative office files.
	FIELD COPIES OF PERMITS: Working copy of the permit; gives the date of the inspection and other notations by the inspector. This is considered the record copy. Code waivers, certifications and technical reports are to be included.	Retain in Administrative office until finaled. Transfer closed permits to records center for five years or retain in administrative office for five years in a computer imaging storage system if desired. Then destroy.	Administrative office files and/or records center.

SUBMITTING: WWW.	<u> </u>	96 SUPERC	EDES DOCUMENT
OFFICIAL Name/Title ASSOC.	DR Signature/Date FRMITS EK	EVIEW DIV DE	Dated: 2/3/88 C-617
REVIEWING: Karen O'Nei 1	Faren Cherl	8/5/96	and C-724
OFFICIAL Name/Title	mature/Date	2	11/30/93
SEP 4 1996	Idward C. J.	sperfix h	
APPROVAL:			
OFFICIAL Name/Title	Signature/Date	Page	_ of
*Mandatory items on all Prince George'	s County Government Reten	tion Schedules.	
PGC Form #1354 (Rev 12/91)			

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M.D. # \_ C-759

## PRINCE GEORGE'S COUNTY GOVERNMENT **COUNTY RECORDS CENTER** RECORDS RETENTION SCHEDULE

2 of 3

DEPT/AGY D.E.R. DIVISION Permits & Review SUBDIVISION

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
	PLANS: A.) New Buildings and commercial additions (CGU and RGU only), fire sprinkler, fire alarm and damage reports.	A.) Retain for five years after approval by engineer at the records center or at the administrative offices in a computer imaging storage system if desired. Then destroy.	Administrative office files and/or records center.
	B.) Grading, site, landscaping and sediment & erosion control.	B.) Retain for five years after approval by engineer, three years at the administrative offices, then two years at the records center or for five years at the administrative offices in a computer imaging storage system if desired. Then destroy.	Administrative office files and/or records center.
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## PRINCE GEORGE'S COUNTY GOVERNMENT COUNTY RECORDS CENTER RECORDS RETENTION SCHEDULE

DEPT/AGY	D.E.R.	DIVISION	Permits & Review	SUBDIVISION	
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ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
	C.) Stormwater management, stormdrain, floodplain plans and files.	C.) Retain for five years. Three years in administrative offices. Then two years at the records center, or in a computer imaging system for five years if desired. Then destroy.	Administrative office files and/or records center.
	FIELD PROJECT FILES: Site development inspector field files of permits, plans and inspection reports. (Also included are Permit files and boilers).	Retain for three years after final inspection approval at the administrative offices or in a computer imaging storage system if desired. Then destroy.	Administrative office files and/or records center.
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